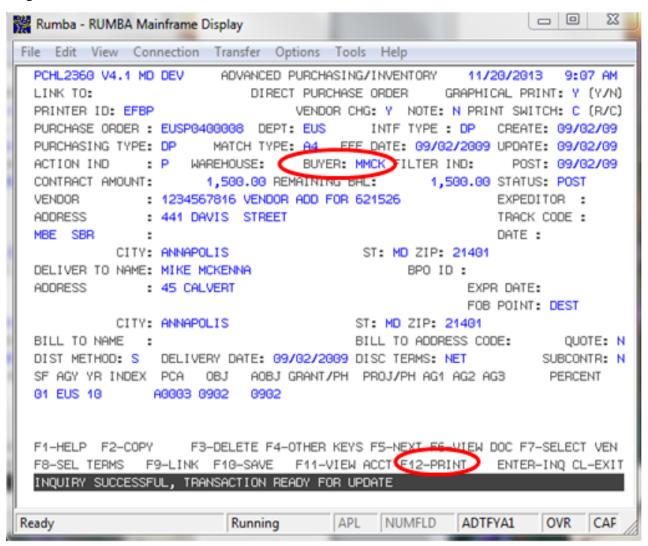
FMIS INFORMER

DECEMBER 2013

PO Print to PDF

The PO to PDF is currently being tested and will soon be implemented. Upon completion of this enhancement, all PO's and BPO's will have the ability to be sent to a user's email address in a *.pdf format. The screens to be effected are 2150, 2340, 2360 and eventually the 2342.

In order to print the PO and/or BPO to .pdf, a Buyer ID must be established on the 5700 screen along with a valid email address, as well as present on the PO. If no Buyer ID is entered, or a Buyer ID has no valid email address the PO will be sent to the printer. Agencies may wish to set up a generic email address for their buyers. In addition, a user will have the ability to enter an email address or Buyer ID if they wish to send the PO or BPO to another user using the 2150 screen.



CICSP51 (PRODUCTION) for RSTARS and ADPICS will not be available on Dec. 14th.

NIGP Code Upgrade in ADPICS

Lisa McDonald from DGS, presented to the ADPICS User Group committee on November 21, 2013 an analysis document for moving forward with NIGP standardization. Discussion ensued among committee members. She suggested all questions be directed to her via email (lisa.mcdonald@maryland.gov) so she may address your questions with her agency.



Fixed Asset Depreciation FY 2014

For the remaining months of fiscal year 2014, GAD will run the fixed assets depreciation on the following dates:

March 26, 2014 April 23, 2014 May 28, 2014

June 2014 depreciation run: as soon as agencies complete recording FY2014 fixed asset transactions in the Fixed Asset Subsystem.

ADC Technical Bulletin 307 FTP Restricted

The ADC plans to use ACF2 to restrict the ability of mainframe users to FTP files to and from the ADC mainframe beginning on January 13, 2014. This change will not affect FTP usage by jobs that are run by Tivoli Workload Scheduler (OPC).

If you wish to retain the ability to FTP files, please contact an ACF2 Security Officer from your agency; a list of ACF2 Security Officers may be found at: http://www.adc.state.md.us/pdf/ Security Officer Report.pdf

ACF2 Security Officers: please email to Maricarole Jones mjones@comp.state.md.us the ACF2 logon IDs and names of the people to whom the access should be granted; please email your request on or before December 31, 2013.

If you have any questions, please contact Maricarole Jones at 410-260-6352.

**Rumba file transfers are impacted. Once ADC implements the rules ONLY those whose logon id's have been supplied will be able to execute an FTP from their desktop or through a batch job unless that job is run via OPC.



UPCOMING HOLIDAY/SERVICE REDUCTION DAY SCHEDULE

On the below Service Reduction Days, FMIS will be up, however, there will NOT be a batch cycle. Interface files will be picked up as a normal holiday schedule.

December 24, 2013 - Tuesday before Christmas Day - Service Reduction Day

December 25, 2013 - Wednesday - Christmas Day

December 31, 2013 - Tuesday, New Years Eve - Service Reduction Day

January 1, 2014 - Wednesday - New Years Day

January 20, 2014 - Monday - Dr. Martin Luther King Jr.'s Birthday

February 17, 2014—Monday—President's Day

May 23, 2014—Friday—Service Reduction Day

May 26, 2014 - Monday — Memorial Day

APPLICATION SYSTEMS MANAGEMENT

NEXT MEETINGS SCHEDULED

The next ADPICS PUG meeting is January 23, 2014 at DoIT (45 Calvert Street, Annapolis, MD Conference Room 427B), 1:30 p.m. - 4 p.m.

The November meeting notes, along with the agenda for the January meeting can be found on the BBS under *ADPICS Meeting Minutes* (https://www.doit.state.md.us/bbs/login.asp, user id = bbsuser and password = bbsstate1)

To connect and call in remotely from your desk:

- 1. Enter http://www.intercall.com/iumGo
- 2. In the right corner, click **JOIN MEETING**.
- 3. At Moderator's User Login enter 5012161452.
- 4. Click Join As Participant.
- 5. When prompted, select **Dial In Now**.
- 6. Dial (855) 297-3227 and enter the Conference Code: 2836957129 followed by #.



DBM will not have an official SPAG meeting again until Spring 2014. *If you have any questions regarding this meeting, please contact Jamie* Tomaszewski @ 410-260-7386 or jamie.tomaszewski@maryland.gov

R*STARS Fiscal Month Closing Dates for FY 2014

The dates listed below are the last days for posting to the prior month. The month will be closed on the morning of the next working day.

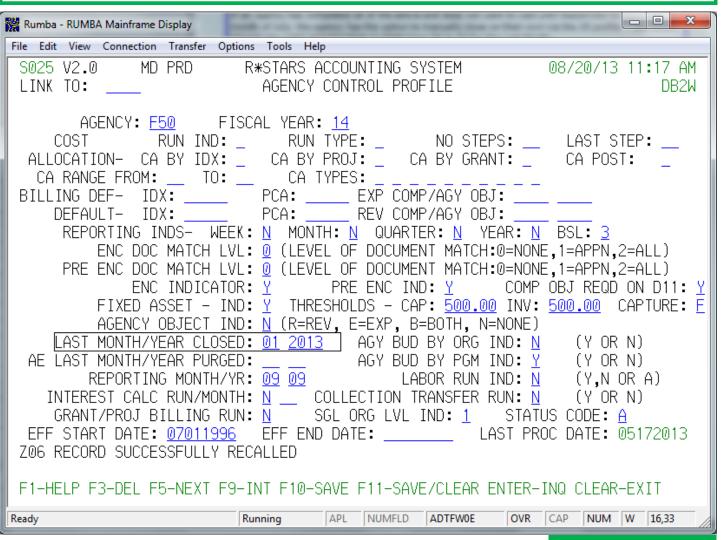
November: December 16, 2013. December: January 15, 2014. January: February 18, 2014. February: March 17, 2014. March: April 15, 2014. April: May 15, 2014.

May: June 16, 2014.

If an agency does not want to wait for GAD to close the month, the agency has the option to manually close on their own via the 25 profile - see below. Change the LAST MONTH/YEAR CLOSED from August to September for the Last Month:

This procedure can actually take place for any month when an agency is ready to close before GAD closes around the 15th of the month. For additional information, use the link below to access the GAD Accounting Procedures Manual. Locate section 3.11 for information on the 25 screen.

http://comptroller.marylandtaxes.com/Government Services/State Accounting Information/ Accounting Procedures/Accounting Procedures Manual.shtml



Service Desk hours of operations 7:00 a.m. to 5:00 p.m. M—F

410-260-7778 or email us-

service.desk@maryland.gov

Service Desk and Security Services Fax number is 443-926-9742

FMIS Production On-Line Operating Hours
AE / IAE Availability: Effective January 03, 2014
R*STARS/ADPICS: Monday through Friday (except Wednesday) 6:30 AM to
6:30 PM.

Wednesday: 6:30 AM to 4:00 PM

Saturday 6:30 AM to 6:30 PM

Sunday: The system is unavailable on Sundays.

The Inactive Account Event will process on Saturday, Dec. 14, 2013. This will complete IAE for FY2013 and create IAE FY2014, consisting of July, Aug., and Sept.. Beginning January 3, 2014, AE and IAE will be available on the following schedule:

	Batch Cycle Day	Available Period
AE	Mon. → Fri.	FY 14 October (04) → Present
IAE	Every Fri.	FY 14 July (01) → Sept. (03)
FF	Last Fri. of the Month	FY 13 (if needed earlier in the month, can be done through special request.)
FY 2003 – 2012 available through special request.		

**Special Request must be made by contacting the Service Desk. A ticket will be created and sent to the Functional Team for review to ensure your report will run. Please provide the 91 set-up of Agency, Requestor, Report ID and Request No.

REMINDER: We are now in FY2014 so report requests run as 'CY' produces FY2014 data and 'PY' is FY2013 data.

On weeks that Friday is a Holiday or Service Reduction Day, the previous work day will be considered a Friday for reporting purposes. **This statement is also true when it is the last Friday of the month.**

Interface files are picked up on Holidays and Service Reduction Days (with the exception of Thanksgiving Day and Christmas Day) at approximately the same time they are picked up during a regular work day - 6:30 pm. These files are processed during the next work day's batch cycle. Please note—there is a 3 pm deadline to have interface files submitted.